

**Bertram Fire Department**  
**Burnet County ESD No.4**  
163 W Vaughan, Bertram, TX, 78605  
512-355-2717 (Office) 512-355-9702 (Fax)

**Part-time Firefighter Application Information**

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**APPLICATION INFORMATION**

Bertram Fire Department is currently accepting applications for the position of part-time firefighter. Please understand that if the department is under any budgetary constraints, not all applicants may be accepted. Applications will be kept on file for one year. If you have any questions or concerns, please contact Dalton Huffstutler via email: [dhuffstutler@bvfd.us](mailto:dhuffstutler@bvfd.us)

**MINIMUM REQUIREMENTS**

- 18 years of age or older.
- Must be in good health.
- Possess a valid Texas Class B Exempt driver's license or higher.
- High school diploma, GED, or equivalent.
- Good driving record.
- No felony convictions.
- TCFP Firefighter Basic
- TCFP Driver/Operator - Pumper
- TDSHS -Certified Emergency Medical Technician (EMT)
- Preferred two years paid experience

**APPLICATION INSTRUCTIONS**

1. Complete the attached application and sign in ink.
2. Obtain an original copy of your Texas Department of Public Safety driving record. Your application will not be processed without driving record attached.
3. Provide a copy of your high school diploma or equivalent, and any certifications or training records.
4. Submit your completed application, along with all required documentation, via mail (to the address below) or in person.
5. After we receive your application you may be contacted for an interview.
6. Applications must be turned in at the central fire station.

**OUTLINE OF WHAT TO EXPECT MOVING FORWARD AFTER APPLICATION:**

- Application review
- Interview
- Committee review
- Chief's review
- Notified of results
- Shift assignment
- Issue of uniform and PPE

The interview process will be conducted at the Bertram Fire Station located at 163 W Vaughan Bertram TX 78605

**ITEMS NOT PROVIDED:**

- Navy blue duty pants (required)
- Station boots (required)
- Bedding
- Toiletries

**CONTACT INFORMATION**

Bertram Fire Station  
163 W Vaughan  
P.O Box 248  
Bertram, TX 78605  
512-355-2717 (Office)  
Administration Office Hours: 8:00-5:00pm (M-F)  
[www.bvfd.us](http://www.bvfd.us)